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Release 2001/07/28 : CIA-RDP78-03921A000100010028-6

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 26-69

14 July 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (1-70)

DATES 24-29 August 1969 (Sunday afternoon-Friday afternoon)

LOCATION [REDACTED] 25X1A6a

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under contract by [REDACTED], this course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

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GROUP 1
Excluded from automatic
downgrading and declassification

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PRECOURSE WORK Approximately 20 hours. Pre-course work and administrative information will be sent on or about Wednesday, 6 August 1969.

REGISTRATION Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 30 July 1969. No substitutions to be made after that date because of extensive pre-course work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

ADDITIONAL INFORMATION On course content, call extension [REDACTED] On registration, extension [REDACTED]

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